



Rules of
Department of Elementary and
Secondary Education
Division 50—Division of School Improvement
Chapter 350—State Programs

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**Title 5—DEPARTMENT OF
ELEMENTARY AND
SECONDARY EDUCATION
Division 50—Division of School
Improvement
Chapter 350—State Programs**

5 CSR 50-350.010 General Provisions

PURPOSE: This rule establishes procedures for implementing the Video Instructional and Educational Development Program authorized by section 170.250, RSMo.

(1) Each year the State Board of Education determines the proportion of the appropriation for the program which will be allocated for the various authorized purposes and how the amount for each purpose will be distributed among eligible institutions and agencies.

(2) Annually, the department announces allocations of funds for the authorized purposes and solicits applications from eligible institutions and agencies which shall be due as of a date and in a form established by the department.

(3) The State Board of Education may authorize three (3) types of grants— initial access grants; continuation grants; and discretionary grants. Eligible applicants may apply for funds in amounts up to, but not exceeding, their allocations as established by the State Board of Education; or in the case of discretionary grants, up to amounts available for the purposes of the discretionary grants.

(4) Applications for initial access grants submitted by elementary and secondary schools and institutions of higher education, to be approvable, must demonstrate that the applicant has—

(A) Involved its governing board, its administration and appropriate staff members in developing a short- and long-term plan for acquiring capacity to utilize video instruction, including goals and planned resource commitments;

(B) Acquired, or will acquire during the first grant period, sufficient competency in video technology to ensure that the essential equipment functions properly and regularly and the capacity to train staff members in both video technology and effective utilization for instruction;

(C) Developed concrete plans for utilizing video instruction to substantially enhance traditionally delivered instruction or provide instruction in courses not otherwise available,

and plans to evaluate the instructional effectiveness of video-supported instruction;

(D) Developed concrete plans for utilizing video instruction for substantial and progressive periods of time and for a progressively larger proportion of its students;

(E) Demonstrated commitment to the project by providing from other state, local or federal funds an identifiable match in the form of funds or specific services equal in value to ten percent (10%) of its requested budget; and

(F) Met with representatives of nonpublic schools in the area to be served and explained the purposes of the program, its operational procedures and the manner in which nonpublic schools may participate, if the applicant is an elementary or secondary school district.

(5) Applications for continuation grants must demonstrate that the applicant institution or agency is implementing its short- and long-range plans and is making satisfactory progress toward the goals in the plans.

(6) Applicants other than elementary and secondary schools and institutions of higher education and applicants for discretionary grants shall demonstrate in their applications that they meet program criteria announced at the time applications are solicited.

(7) Recipients of grants may obligate grant funds only during the period which begins on the date the department approves an application and ends on the following June 30. Obligations are considered to have been incurred as follows: for equipment and supplies, when the recipient makes a binding commitment to acquire the equipment and supplies, usually by issuing a purchase order; and for personal services, when the services are performed. All obligations for the purchase of equipment must be incurred by March 31 of the grant period and liquidated by June 30. Any funds not properly obligated for approvable project costs are refundable to the department.

(8) The following costs are allowable under initial access grants: television reception equipment and installation; signal enhancing equipment and installation; television receivers or monitors, and video recording and playback equipment for classroom use, but only when clearly related to implementing a short- or long-range plan to utilize video instruction; speaker telephones, data terminals, microcomputers and other communication apparatus and related transmission charges, but only when essential to delivering specific course work; printed materials, including textbooks, designed to

complement instructional programs developed under the Video Instruction Development and Educational Opportunity Program; training expenses for video technology coordinators and other staff members; subscription fees for public television; course fees for specific courses; and equipment maintenance. All other costs, including the following, are not allowable under initial access grants: site preparation costs; structural modifications to buildings; travel, transportation and meals; acquisition of equipment of any kind not reasonably necessary to implement an applicant's short- or long-term video plan; indirect and administrative costs; and textbooks and course materials required for specific courses not developed under the Video Instructional Development and Educational Opportunity Program delivered through video technology.

(9) The following costs are allowable under continuation grants: telecommunication transmission charges, but only when essential to delivering specific course work; training expenses for video technology coordinators and other staff members; subscription fees for public television; course fees for specific courses; and equipment maintenance.

(10) Allowable costs under grants to agencies other than elementary and secondary schools and institutions of higher education and allowable costs under discretionary grants will be determined on the basis of the reasonable and necessary costs of implementing approved project activities.

(11) Each institution and agency receiving a grant under the video instructional development and educational opportunity program must provide the department, as part of its statutory independent audit or other independent audit, a report of the results of the audit performed in accordance with the department's general policy on audits.

(12) If the department, based on its own findings or those of an independent auditor, determines that an applicant has misspent, misapplied or otherwise used funds under this program in violation of any applicable regulation or statutory provision, the applicant will be required to refund to the department the amount determined to have been improperly expended. If the applicant does not refund the money within a reasonable time after requested to do so, the department will withhold payments due the applicant under this program and may adjust payments due the applicant under other programs administered by the department.



(13) By July 15 following each grant period, grant recipients shall file a final expenditure report and an evaluation report in the form required by the department reporting the results of financial and program activities conducted during the preceding grant period.

AUTHORITY: section 170.250, RSMo Supp. 1988. Original rule filed May 2, 1989, effective Aug. 24, 1989.*

**Original authority: 170.250, RSMo 1988, amended 1990, 1992, 1994, 1996, 1998, 2000.*

5 CSR 50-350.015 General Provisions Governing the Improving America's Schools Act, The Technology Literacy Challenge Fund

(Rescinded November 30, 2003)

AUTHORITY: sections 178.430 and 178.440, RSMo 1994. Original rule filed June 30, 1997, effective Jan. 30, 1998. Rescinded: Filed April 23, 2003, effective Nov. 30, 2003.

5 CSR 50-350.020 Safe Schools Educational Program Grants

PURPOSE: The purpose of this rule is to establish procedures for section 167.335, RSMo, pertaining to grants to schools for the establishment of educational opportunities for students who are violent, abusive or chronically disruptive.

(1) The State Board of Education will authorize two (2) types of grants: competitive, first-year grants, and noncompetitive, second- and third-year continuation grants.

(2) Annually, a request for proposal and an Applicant's Guide shall be distributed to the public schools by the department. The request for proposal shall contain the following:

- (A) The maximum amount of the grant;
- (B) The date upon which applications shall be due;
- (C) The grant application forms; and
- (D) Program criteria upon which the grants will be evaluated.

(3) Applications for Safe Schools Grants that demonstrate the following will be given preference for approval:

- (A) A comprehensive, kindergarten through grade twelve approach to preventing problems that result in the need for alternative education services;
- (B) Rigorous instruction in core academic disciplines;

(C) Activities designed to enable the student to better perform in the regular classroom and to transition students back to the regular classroom when merited by their performance;

(D) A student-centered approach whereby activities are designed to meet the particular needs of individual students; and

(E) Collaboration with existing community-based service providers, such as cooperative education programs, school to work programs, parents-as-teachers programs, programs developed by the Department of Economic Development and programs developed by local service delivery agencies, and other governmental and private agencies to address student needs beyond those traditionally addressed by schools.

(4) Recipients of grants may obligate grant funds only during the period which begins on the date the department approves an application and ends on the following June 30. Obligations are considered to have been incurred as follows: for equipment and supplies, when the recipient makes a binding commitment to acquire the equipment and supplies, such as the issuance of a purchase order or its equivalent, or for personal services, when the services are performed. All obligations for the purchase of equipment must be incurred by March 31 of the grant period and liquidated by June 30. Any funds not properly obligated for approvable project costs are refundable to the department.

(5) Allowable costs for grants will be determined on the basis of the reasonable and necessary costs of implementing approved project activities.

(6) The grant recipients will keep records according to generally accepted accounting principles, and will provide any information necessary for fiscal and program auditing. All such records and supporting documents will be retained in accordance with current state and federal laws and regulations.

(7) If the department, based on its own findings or those of an independent auditor, determines that an applicant has misspent, misapplied, or otherwise used funds under this program in violation of any applicable regulation or statutory provision, the applicant will be required to refund to the department the amount determined to have been improperly expended. If the applicant does not refund the money within a reasonable time after requested to do so, the department may adjust payments due the applicant under

other programs administered by the department.

(8) By July 15 following each grant period, grant recipients shall file a final expenditure report and an evaluation report in the form required by the department reporting the results of financial and program activities conducted during the preceding grant period.

AUTHORITY: section 167.335, RSMo Supp. 1997. Original rule filed July 31, 1998, effective Feb. 28, 1999.*

**Original authority: 167.335, RSMo 1996.*

5 CSR 50-350.030 Safe Schools Curriculum

PURPOSE: This rule is to identify and adopt a violence prevention program(s) for section 161.650, RSMo, pertaining to a Safe Schools Curriculum Framework for use in Missouri public schools.

(1) The Department of Elementary and Secondary Education shall identify and, if necessary, adopt an existing program or programs of educational instruction regarding violence prevention to be administered by public school districts. The program(s) shall contain the following:

- (A) Instruction for students of negative consequences of membership and/or participation in criminal street gang activity; and
- (B) Training for school district employees in violence prevention and early identification of and intervention in violent behavior.

(2) This program will be available for school districts beginning with the 1998-99 school year.

AUTHORITY: section 161.650, RSMo Supp. 1997. Original rule filed Oct. 16, 1998, effective May 30, 1999.*

**Original authority: 161.650, RSMo 1996.*

5 CSR 50-350.040 A+ Schools Program

PURPOSE: This rule establishes minimum requirements for the administration of the A+ Schools Program.

(1) The Department of Elementary and Secondary Education (DESE), Division of School Improvement (division) is authorized to establish procedures for the implementation of the A+ Schools Program including:

- (A) Public school district participation;



(B) Initial and continued designation as an A+ school; and

(C) Initial and continued student eligibility to receive reimbursement for the cost of tuition, general fees and up to fifty percent (50%) of the book cost, subject to legislative appropriation, to attend any Missouri public community college or career-technical school.

(2) To participate in the A+ Schools Program, the chief administrator and school board of a public school district with secondary schools must:

(A) Demonstrate a commitment to the established program goals. These goals are to ensure that all students:

1. Graduate from high school;
2. Complete a selection of high school studies that is challenging and has identified learning expectations; and
3. Proceed from high school graduation to a community college, postsecondary career-technical school, or high wage job with work place skill development opportunities;

(B) Provide assurance that the district will:

1. Establish measurable district-wide performance standards for the program;
2. Specify the knowledge, skills and competencies in measurable terms, that students must demonstrate to successfully complete any individual course offered by the school, and any course of studies which will qualify students for graduation from the school;
3. Establish student performance standards, that lead to or qualify students for graduation, and meet or exceed the performance standards adopted by the State Board of Education (board);
4. Require rigorous coursework with standards of competency in basic academic subjects for students pursuing career-technical education or employment; and
5. Develop a partnership plan in cooperation and with the advice of local business persons, labor leaders, teachers, senior citizens, parents and representatives of colleges and postsecondary career-technical schools, with the plan then approved by the local board of education. The plan shall specify:
 - A. A mechanism to receive updated information on an annual basis from those who developed the plan in order to best meet the goals of the program;
 - B. Procedures used in the school to identify students that may drop out of school and the intervention services to be used to meet the needs of such students;
 - C. Counseling and mentoring services provided to students who will enter the

work force upon graduation from high school, address apprenticeship and intern programs; and

D. Procedures for the recruitment of volunteers from the community to serve in the school;

(C) Designate a certificated employee to serve as the A+ Schools Program coordinator;

(D) Make facilities and services available for adult literacy training;

(E) Be classified as an accredited or provisionally accredited school district by the board under DESE's Missouri School Improvement Program; and

(F) Schools may request a designation review two (2) years after the submission of the Notification of Commitment Form and when they have met the requirements of the program.

(3) High schools seeking designation must provide DESE with notification of their intent to seek designation. The notification must contain:

(A) The name and address of the high school and school district applying for A+ status;

(B) The signature of the chief administrator and board president of the school district submitting the request for designation;

(C) Statement(s) of assurance that the school district will:

1. Demonstrate a commitment to the established goals of the A+ Schools Program;
2. Implement and annually update a partnership plan;
3. Establish a data and accountability system necessary to determine and report at least student demographics and enrollment, student completion and performance of coursework, student follow-up after leaving high school, program outcome, and student success relating to the implementation of the partnership plan, and student eligibility to receive student financial incentives available through the A+ Schools Program;
4. Comply with all reporting requirements of DESE;
5. Develop and implement a plan in compliance with all applicable state law and regulations to report students who drop out of school;

(D) Develop a plan of implementation which addresses each of the program requirements specified in this rule, including:

1. A listing of major objectives that include:
 - A. Curricular and instructional change;
 - B. Lower drop-out rates;

C. Student mastery of measurable learning expectations;

D. Successful transition from high school to continued education or employment;

E. A description of the process of the identification of and planned services for students considered to be at risk of educational failure and dropping out of school;

F. A plan to evaluate the effectiveness of the A+ Schools Program. Such evaluation should include but not be limited to:

1. Annualized high school drop-out rate;
 2. Graduation rate;
 3. Number of students enrolled by grade level, kindergarten through grade twelve (K-12);
 4. Number of high school graduates continuing their education at four (4)-year colleges and universities, community colleges or career-technical schools. This data shall be recorded separately by category of institution;
 5. Number of high school graduates entering the labor force;
 6. Career education enrollment disaggregated by program/course and by location (local school district and area career-technical school); and
 7. Career education follow-up/placement rates for local school district and career education programs in the area career-technical school; and
- G. Name and description of each course offered at high school(s) and area career-technical school(s).

(4) The designated A+ Schools Program coordinator shall be employed at least half time without additional district responsibilities, and have specified coordination and implementation duties to administer the district's proposed A+ Schools Program objectives. In addition, the designated individual must possess a valid Missouri certificate of license to teach in the secondary grade levels, an administrator certificate of license to teach or a counselor certificate of license to teach.

(5) In preparation for designation participating public high school districts must:

(A) Accomplish at least the following requirements:

1. Establish measurable district-wide performance standards for each of the three (3) established program goals and specific measures to determine attainment of each standard;
2. Demonstrate that developmental activities have taken place within the district or high school to specify the knowledge,



skills/competencies and mastery in measurable terms, that students must demonstrate to successfully complete all of the individual courses offered by the school, and in any course of studies which will qualify students for graduation from high school;

3. Demonstrate that procedures have been implemented within the district or school to eliminate the offering of a general track of courses that do not provide sufficient preparation for students upon graduation to successfully enter and progress in employment or postsecondary studies;

4. Establish a schedule of rigorous coursework with standards of competency;

5. Organize a local advisory committee of individuals that will meet annually to cooperatively develop and revise the school's partnership plan. Members should include:

- A. Business person(s);
- B. Labor leaders;
- C. Parents;
- D. Community college and postsecondary career-technical schools;
- E. Senior citizens;
- F. Teachers; and
- G. Students;

6. Demonstrate that specific knowledge, skills and competencies have been identified, in measurable terms, that students must demonstrate to successfully complete all individual courses offered by the school, and any course of studies which qualify students for graduation from the school and are a part of the school's curriculum;

7. Demonstrate that specific measurement and student mastery record keeping procedures have been developed for each item of knowledge, skill or competency identified for each individual course that the school offers;

8. Show evidence that a reduction in the number of high school students dropping out of school has occurred; and

9. Show evidence that procedures to ensure students who plan to participate in the A+ Schools Program financial incentives understand that:

A. Student financial incentives will be available for a period of four (4) years after high school graduation;

B. To be eligible, each student must:

(I) Enter into a written agreement with the school prior to high school graduation;

(II) Have attended a designated A+ School for three (3) consecutive years prior to high school graduation;

(III) Graduated from high school with an overall grade point average of two and five-tenths (2.5) points or higher on a four (4)-point scale, or graduated from a high school with documented mastery of institu-

tionally identified skills that would equate to a two and five-tenths (2.5) grade point average or higher;

(IV) Have at least a ninety-five percent (95%) attendance record overall for grades nine through twelve (9-12);

(V) Performed fifty (50) hours of unpaid tutoring or mentoring; and

(VI) Maintained a record of good citizenship and avoidance of the unlawful use of drugs and/or alcohol;

C. To maintain eligibility, each participating student must during the four (4)-year period of incentive availability:

(I) Has enrolled in and attends on a full-time basis a Missouri public community college or career-technical school; and

(II) Maintain a grade point average of two and five-tenths (2.5) points or higher on a four (4)-point scale;

D. The financial incentives will be made available, subject to legislative appropriation, only after the student has made a documented good faith effort to first secure all available federal postsecondary student financial assistance funds that do not require repayment; and

E. The financial incentives will only be made available to reimburse the unpaid balance of the cost of tuition, general fees and up to fifty percent (50%) of the book cost subject to legislative appropriation after the federal postsecondary student financial assistance funds have been applied to these costs:

(I) If changes must be made to the above incentives due to legislative appropriation, DESE will endeavor to reimburse:

(a) First, the full amount of tuition;

(b) Second, the general fees; and

(c) Third, up to fifty percent (50%) of the book cost.

(6) Public high schools may be designated by the board as A+ Schools when they demonstrate that they have:

(A) Made significant progress or attained the three (3) established program goals of the A+ Schools Program; and

(B) Met the established program requirements of the A+ Schools Program.

(7) Missouri public community colleges or career-technical schools shall verify, for each student intending to participate in the A+ Schools Program, student financial incentives at their institution that:

(A) During the first semester of the student's participation:

1. Verification of student eligibility has been received from the high school from which the student graduated;

2. The eligible student is enrolled as a full-time student;

3. A good faith effort has been made to secure federal postsecondary student financial assistance funds; and

4. After federal postsecondary student financial assistance funds are applied, the A+ Schools Program student will receive financial incentive funds. The amount of funds will depend on the remaining costs of tuition, general fees and up to fifty percent (50%) of the book cost subject to legislative appropriation to attend that institution; and

(B) During the second and subsequent semesters of the student's participation:

1. The eligible student continues to be enrolled as a full-time student;

2. Good faith efforts continue to be made to secure federal postsecondary student financial assistance funds;

3. The student has earned and maintains a grade point average of two and five-tenths (2.5) points or higher on a four (4)-point scale; and

4. After federal postsecondary student financial assistance funds are applied, the A+ Schools Program student will receive financial incentive funds. The amount of funds will depend on the remaining costs of tuition, general fees and up to fifty percent (50%) of the book cost subject to legislative appropriation to attend that institution.

*AUTHORITY: sections 160.545 and 161.092, RSMo Supp. 2006. * This rule was previously filed as 5 CSR 60-120.060. Original rule filed Nov. 10, 1993, effective June 6, 1994. Changed to 5 CSR 50-350.040 and amended: Filed Sept. 27, 2000, effective May 30, 2001. Amended: Filed Feb. 28, 2003, effective Sept. 30, 2003. Amended: Filed Nov. 28, 2006, effective June 30, 2007.*

**Original authority: 160.545, RSMo 1993, amended 2002 and 161.092, RSMo 1963, amended 1973, 2002, 2003.*

5 CSR 50-350.050 Persistence to Graduation Program Grants

PURPOSE: This rule is to establish procedures for section 160.950, RSMo, pertaining to grants to schools for the establishment of drop-out prevention programs.

(1) The State Board of Education (board) will authorize two (2) types of grants: competitive, first-year grants and noncompetitive continuation grants for second, third, fourth, and fifth year of funding (maximum funding of five (5) consecutive years).



(2) Eligible applicants shall include school districts that have student populations of which sixty (60) percent or greater is eligible for free and reduced lunch on the last Wednesday in January for the preceding school year.

(3) Annually, a request for proposal shall be developed by the Department of Elementary and Secondary Education (department) for dissemination to the public schools. The request for proposal shall contain the following:

- (A) The maximum grant amounts;
- (B) The date upon which applications shall be due;
- (C) The grant application forms; and
- (D) Program criteria upon which the grants will be evaluated.

(4) Proposals for Persistence to Graduation Grants that demonstrate the following will be given preference for approval:

(A) A comprehensive, holistic approach to drop-out prevention directed at a broad array of students, pre-kindergarten through early adulthood;

(B) A collaborative approach between the school district and various community organizations, including nonprofit organizations, law enforcement agencies, and other approved public and private institutions, to deliver proven, research-based intervention strategies;

(C) Activities and early intervention strategies, including family engagement, early childhood education, early literacy development, family literacy, and mental health detection and treatment;

(D) Implementation or augmentation of core drop-out prevention strategies that include mentoring, tutoring, alternative schools, and before- and after-school programs;

(E) Implementation of early intervention strategies for students who display strong indicators that they will not persist to graduation; and

(F) A student-centered approach whereby activities are designed to meet the particular needs of individual students.

(5) Recipients of grants may obligate grant funds only during the period which begins on the date the department approves an application and ends on the following June 30. Obligations are considered to have been incurred as follows: for equipment and supplies; when the recipient makes a binding commitment to acquire the equipment and supplies, such as the issuance of a purchase order or its equivalent; or for personal services, when the ser-

vices are performed. All obligations for the purchase of equipment must be incurred by March 31 of the grant period and liquidated by June 30. Any funds not properly obligated for approvable project costs are refundable to the department.

(6) Allowable costs for grants will be determined on the basis of the reasonable and necessary costs of implementing approved project activities.

(7) The grant recipients will keep records according to generally accepted accounting principles and will provide any information necessary for fiscal and program auditing. All such records and supporting documents will be retained in accordance with current state and federal laws and regulations.

(8) Grant recipients for each year of grant funding shall file the following information, using the department's required forms and/or formats for reporting the results of financial and program activities conducted during the preceding grant period:

(A) A mid-year progress report due January 31;

(B) A final expenditure report due May 15;

(C) An end-of-year program evaluation narrative due June 30; and

(D) A final program evaluation report due September 30 of the year following the fifth and/or final year of grant funding.

(9) The department may cease to award payments to any district if the department determines the district's drop-out prevention program is deemed ineffectual. Any decision to discontinue payments of such funds shall be presented to the applicable district in writing at least thirty (30) days prior to the cessation of funds.

(10) If the department, based on its own findings or those of an independent auditor, determines that an applicant has misspent, misapplied, or otherwise used funds under this program in violation of any applicable regulation or statutory provision, the applicant will be required to refund to the department the amount determined to have been improperly expended. If the applicant does not refund the money within a reasonable time after requested to do so, the department may adjust payments due the applicant under other programs administered by the department.

AUTHORITY: sections 160.950 and 161.092, RSMo Supp. 2009. Original rule filed Feb. 1, 2010, effective Aug. 30, 2010.*

**Original authority: 160.950, RSMo 2009 and 161.092, RSMo 1963, amended 1973, 2002, 2003.*